

Annual Review Process for Approved Policies, Standards and Procedures

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July 16, 2013



Public Safety Interoperable
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Background



- The PSIC Office has established a framework for interoperable communications Policies, Standards and Procedures (PSPs) in accordance with SCIP initiative 4:
 - 5.8.2.1 Establish a PSP Framework, and Implement PSPs, Including SOPs, for Statewide Interoperable Communications Solutions
 - 1) Develop a statewide interoperable communications PSP Framework
 - 2) Develop consistent interoperable communications SOPs and SOP templates
- Currently 9 PSPs across three categories: Governance, Training, Technical
- Established standardized template and style guide to provide consistency when creating PSP documentation
- Established approval and versioning procedures
- All PSPs are posted online at: www.azpsic.gov/library/standards/

Existing PSPs



- Governance

- PSCC - Operating Principles Document
- SIEC - Operating Principles Document

- Training

- Arizona Communications Unit Training Coordination Procedure
- Arizona Regional All-Hazards Communications Unit Recognition Procedure
- NIMS Communications Unit Workgroup (NIMS-CU) Policies and Procedures

- Technical

- Land Mobile Radio Minimum Equipment Standards
- Arizona Interagency Radio System (AIRS) State Plan - Standard Operating Procedures
- Arizona Interagency Radio System (AIRS) Improvement and Sustainability Plan
- Arizona Interoperable Channels Plan
 - » Priority Programming Guide – Reference Guide of the frequency tables included in the Channels Plan

PSP Approval Process



- Initiation – PSCC or SIEC request, changing federal/state requirements, stakeholder concerns, etc.
- Internal PSIC Office drafting
- Workgroup / SME review
- Public comment period(s)
 - Stakeholder workshops
 - Requests for input / review
- Draft review – public meeting(s)
- Final review & approval – public meeting

Annual Review Process



- As the PSPs have stabilized we are establishing a standard annual review cycle to ensure each document is kept up to date and stakeholders have an opportunity to request changes and provide input.
- Each quarter, a set of PSPs will be presented for internal review, workgroup review and public comment.
- The results of the review will be presented to the PSCC or SIEC, as appropriate, to determine if revisions are needed.
 - If no revisions are needed then the last reviewed date will be updated and the document posted to the website. The original effective date will remain the same.
 - If revisions are needed, appropriate drafts will be reviewed & presented for approval. The last reviewed date and effective date will be updated.

Review Process



Each document will be reviewed for:

- Content Updates
- Conformance with:
 - SCIP Initiatives
 - Other more recent PSPs
 - National Emergency Communications Plan (NECP)
 - National Incident Management System – Incident Command System (NIMS-ICS) Principles
 - Guidance from agencies such as Office of Emergency Communications (OEC), Arizona Department of Homeland Security (AZDOHS), Department of Public Safety (DPS), Arizona Division of Emergency Management (ADEM), etc.
- Technical corrections, broken links, format, etc.

Review Cycle for PSPs and Other Documents



- Jan – Apr: Strategic Plans and Governance
 - *SCIP Update*
 - PSCC Operating Principles Document
 - SIEC Operating Principles Document
- Apr – Jun: Training
 - Arizona Communications Unit Training Coordination Procedure
 - Arizona Regional All-Hazards Communications Unit Recognition Procedure
 - NIMS-CU Policies and Procedures
 - *During this time the PSIC Office Plan and Statewide Education and Outreach Plan are also updated.*

Review Cycle (cont.)



- July – Sep: Technical

- Land Mobile Radio Minimum Equipment Standards
- Arizona Interoperable Channels Plan
- Priority Programming Guide
- Arizona Interagency Radio System (AIRS) State Plan - Standard Operating Procedures
- Arizona Interagency Radio System (AIRS) Improvement and Sustainability Plan
- *AIRS Memorandum of Understanding (MOU) [DPS Document]*
 - » *During this time the AIRS MOU will also be looked at for possible recommendations to DPS.*

- Oct – Dec:

- *Annual Reports to Governor, Legislature, and Federal agencies*
- New PSP development if needed

2013 Review Cycle



- Most of our PSPs do not need significant revision to the content.
- However, several will need to be converted to the new format and may require additional content such as:
 - Introduction
 - Background
 - Purpose
 - Scope
 - Definitions
 - References
 - Administration
 - Document Terminology
 - Updates & Revisions



GOVERNANCE

Strategic Plans & Governance



- SCIP is reviewed annually generally around second quarter
 - [Arizona Statewide Communications Interoperability Plan \(SCIP\)](#)
 - Last Approved: July 17, 2012
- After the SCIP is approved the PSIC Office Plan and Statewide Education and Outreach Plan are reviewed for changes required as a result of SCIP changes.
 - The [PSIC Office Plan](#) describes how the PSIC Office and its staff will operate to advance the SCIP and Interoperability.
 - The [Outreach Plan](#) provides outreach and education strategies and resources to advance interoperable communications initiatives which impact Arizona.
- The PSCC & SIEC Operating Principles Documents are advisory documents that explain the authority, purpose, functions, membership, and operating principles of the PSCC and SIEC.
 - [PSCC - Operating Principles Document](#) (Last Approved: July 20, 2010)
 - [SIEC - Operating Principles Document](#) (Last Approved: May 18, 2010)



TRAINING

Arizona Communications Unit Training Coordination Procedure



- The Arizona Communications Unit Training Coordination Procedure describes the procedure for coordinating All-Hazards Communications Unit Training in Arizona. It serves as a guide for offering consistent and timely delivery of Training Courses to qualified individuals statewide. The procedure defines the criteria for appropriate Instructors of the All-Hazards Communications Unit position courses, the plan for developing an Arizona based cadre of Instructors, and the process for requesting Communications Unit training courses.

- Link: [Arizona Communications Unit Training Coordination Procedure](#)
- Last Approved: [August 14, 2012](#)
- New Format

Arizona Regional All-Hazards Communications Unit Recognition Procedure



- This document describes the process for requesting Arizona Regional recognition for Communications Unit positions that have an associated Federal Department of Homeland Security (DHS) approved curriculum and All-Hazards Position Taskbook. It applies to those individuals who meet the recommended DHS guidelines for eligibility, training and experience for All-Hazards Communications Unit positions and are requesting Arizona Regional recognition in such positions.
 - Link: [Arizona Regional All-Hazards Communications Unit Recognition Procedure](#)
 - Last Approved: [September 18, 2012](#)
 - New Format

NIMS Communications Unit Workgroup

Policies and Procedures



- The NIMS Communications Unit Workgroup (NIMS-CU), [appointed by the SIEC](#), reviews the qualifications of each applicant seeking initial or renewal recognition as an Arizona Regional COML and awards recognition to qualified applicants. The Workgroup is also responsible for maintaining a body of policies and procedures related to its work. These policies and procedures are subject to modification, review and approval by the SIEC.
 - Link: [NIMS-CU Policies and Procedures](#)
 - Last Approved: [August 14, 2012](#)
 - New Format



TECHNICAL

Land Mobile Radio Minimum Equipment Standards



- The Land Mobile Radio Minimum Equipment Standard was established to implement certain radio features, nationally recognized to promote and maintain a higher level of interoperable communications among and between public safety jurisdictions and disciplines. It is recommended that all mobile and portable radio equipment purchased for the purposes of public safety emergency response communications meet or exceed these minimum standards.
 - Link: [Land Mobile Radio Minimum Equipment Standards](#)
 - Last Approved: [September 18 , 2012](#)
 - New Format

AIRS State Plan - SOP



- This Standard Operating Procedure (SOP) defines how to use the statewide interoperability system known as the Arizona Interagency Radio System (AIRS). These procedures are intended to inform monitoring, dispatch and user actions regarding the system. This document also details the National Interoperability Channels and makes recommendations regarding their use and programming.
 - Link: [Arizona Interagency Radio System \(AIRS\) State Plan - Standard Operating Procedures](#)
 - Last Approved: [January 11, 2012](#)
 - Old Format

AIRS Improvement and Sustainability Plan



- The AIRS Improvement and Sustainability Plan establishes requirements for the integration of locally procured AIRS site communications infrastructure into the AIRS system in order to improve the overall coverage of AIRS in Arizona. The procedure provides guidance for initial requests for new AIRS site approvals and documents ongoing maintenance responsibilities if new sites are approved.
 - Link: [Arizona Interagency Radio System \(AIRS\) Improvement and Sustainability Plan](#)
 - Last Approved: October 9, 2012
 - New Format

Arizona Interoperable Channels Plan



- The Arizona Interoperable Channels Plan establishes requirements and/or recommendations for programming of statewide interoperable channels into subscriber units and to provide guidance on the use of the interoperable channels during day-to-day and emergency use. The Plan is intended to standardize and increase interoperable communications throughout the state in the VHF, UHF, 700 and 800 MHz bands. It is suggested that the each agency incorporate these channels into their channel plan, train their users on their use, and utilize these channels during training, exercises and events involving multiple agencies and jurisdictions to assure proficiency.

- Link: [Arizona Interoperable Channels Plan](#)
- Link: [Priority Programming Guide](#)
- Last Approved: [January 11, 2012](#)
- Old Format

Next Steps



- We will begin the review process for the Technical PSPs which will be presented to the SIEC during the August Meeting:
 - Land Mobile Radio Minimum Equipment Standards*
 - Arizona Interoperable Channels Plan*
 - » Priority Programming Guide
 - Arizona Interagency Radio System (AIRS) State Plan - Standard Operating Procedures
 - Arizona Interagency Radio System (AIRS) Improvement and Sustainability Plan
- These PSPs require conversion to the new format and may require additional content, although we do not expect the core content to change.
- Appropriate drafts will be reviewed & presented for approval as needed.

** Requires PSCC Approval*



Thank You!

Please send any additional feedback / ideas to:
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